



# Travis County Emergency Services District No.12

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## Administration Office

405 W. Parsons St. • PO Box 846

Manor, Texas 78653

O: 512-272-4502 • F: 512-428-5114

## Notice of Open Position

Notice Date: 12/28/2015

**Position:** Part Time Firefighters

**Available To:** TCFP Certified Firefighters

**Projected Start Date:** February 22<sup>nd</sup>, 2016

**Applications must be received by January 20th, 2016 by 1700 hours.**

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### Minimum Qualifications For Applying

- High School diploma, GED, or equivalent
  - At least 18 years old at time of application
  - Valid State of Texas Class B/Exempt Driver's License
  - Have not ever been convicted of a felony
  - Have not been convicted of Class A, B or C misdemeanors in the previous 5 years
  - Have not been cited for more than 3 driving violations in the previous 5 years
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### Part Time Firefighter

A Firefighter position in ESD 12 is filled through a selection process authorized by the ESD12 Board of Fire Commissioners.

### Duties include, but not limited to the following:

- Responds to fire alarms and extinguishes fire,
- Responds to calls for emergency medical services, and renders first aid,
- Performs salvage operations such as throwing salvage covers, sweeping water and removing debris,
- Responds to and renders assistance in emergency cases,
- Cleans and inspects equipment and apparatus after returning from a fire,
- Inspects equipment and apparatus and notifies superior officer of any defects,
- Makes minor repairs to equipment and apparatus, performs routine preventative maintenance tasks, and keeps records of such action,
- Keeps fire station, equipment and grounds in a clean and orderly condition,
- Participates in training activities and instruction sessions,
- Acquires and retains a thorough knowledge of the district, including streets, buildings, water supply, unusual hazards and related items,
- Performs various public information or education tasks,



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- Enters inspection, training and (on occasion) fire and emergency medical service calls into the records management systems,
- Performs all work duties and activities in accordance with Travis County ESD12's policies and procedures,
- Works in a safe manner and reports unsafe activity and conditions. Follows department safety policy and practices and adheres to responsibilities outlined in the Employee Handbook and Departmental SOP's,
- Performing all other related duties as assigned.

### Preferred Minimum Qualifications for Firefighter

- a. Two (2) years of experience as a paid firefighter.
- b. Must have the following active and valid Certifications, Credentialing, and License :
  - Structure Firefighter Basic: TCFP
  - Driver / Pump Operator: TCFP\*\*
  - Wildland Basic: TCFP\*\*
  - Courage To Be Safe: TCFP
  - NIMS 100, 200, 700, 800a or b: FEMA
  - Emergency Medical Technician-Basic: DSHS
  - Austin-Travis County Office of the Medical Director Credentialed at the Emergency Medical Technician- Basic level\*

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Travis County Emergency Services District No.12 (ESD12) is an **Equal Opportunity Employer**.

No applicant for employment with ESD12 shall be subjected to discrimination because of race, color, sex, sexual orientation, national origin, religion, disability, age, protected genetic information, sexual orientation or parental status.

Applications available at **[www.TCESD12.com](http://www.TCESD12.com)**. Veterans are encouraged to apply.

\*A conditional job offer may be given. Applicant must complete all required credentialing within 7 business days of offer to be employed.

\*\* Certifications required to be completed by the applicant within six months from date of hire, to maintain employment.

Austin-Travis County Office of the Medical Director (OMD) Credentialing documents and Clinical Operating Guidelines (COG's) can be found at; **[www.ATCOMD.org](http://www.ATCOMD.org)**



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### Process

- Receipt of application by TCESD12;
- Written Exam;
- Interview;
- Skills Evaluation;
- Chiefs Interview;
- Conditional Job Offer.

*Applicants must successfully pass each step in the hiring process before moving forward.*

### Instructions:

A letter of intent for position(s), application, and professional reference form shall be submitted to Fire Chief Ryan Smith. All required documentation, as outlined in the application, must be included at the time of submittal. Incomplete applications will not be reviewed. If you have any questions, please contact; Lieutenant Bill Carlson at 512-272-4502.

Applications will be accepted in person and in a sealed envelope at 405 W. Parsons St. Manor, TX 78653 or mailed to TCESD12 Attn: Admin. PO Box 846 Manor, TX 78653.